

OPERATIONS DIRECTOR

Job Description and
Person Specification



Keswick
Ministries

HEARING • BECOMING • SERVING

About Keswick Ministries

Keswick Ministries exists to inspire and equip Christians to love and live for Christ in his world. Our three priorities are to hear God's Word, to become like God's Son, and to serve God's mission in the world.

At the centre of what we do is the Keswick Convention, begun in 1875, which attracts some 15,000 Christians from the UK and around the world to Keswick every summer. It provides Bible teaching for all ages, vibrant sung worship, a sense of unity across generations and denominations, and an inspirational call to serve Christ in the world.



We are at an exciting period in Keswick Ministries' history. We are nearing the completion of the Derwent Project, which involves the commissioning of the disused Pencil Factory site in Keswick. This brings all our activities together in one location. It also serves the wider vision, to deliver a year-round ministry with a range of inspiring, equipping, Bible-centred teaching and training that focuses on 'whole of life' discipleship.

In addition, we produce resources, both printed and digital, that point to Christ and help with daily discipleship. We are also a catalyst for the Keswick Fellowship, a fellowship of Bible Conventions in the UK and around the world that originate or draw their inspiration from the Keswick Convention.

For more details see the KM website
www.keswickministries.org

The Role

Job Title: Operations Director

Hours: 37.5 per week

Reporting to: Ministry Director of Keswick Ministries

Salary: £46,000 - £52,000

Location: Based in Keswick, Cumbria (with some opportunity to work from home)

Job Purpose

To serve the ministry by leading all aspects of the Business Operations of Keswick Ministries, leaving the Ministry Director free to focus on developing the growing ministry.



Main Responsibilities

1. To oversee the operational delivery of the annual three-week Convention and the growing Teaching and Training programme. Due to the growing scope and complexity of this, some familiarity with Programme Management tools and techniques will be highly desirable.

2. To oversee the development and manage the implementation of an operating strategy, in conjunction with the Ministry Director and the Trustees. This will include ensuring that the Ministry is on a sound financial footing and that all necessary steps to maintain that are taken.

3. To oversee the development of a five-year plan for Facility Management, including proposals for capital spend on new projects, and the maintenance and upgrading of existing facilities.

4. To oversee the management of KM's facilities, ensuring that their use is maximised and that, when not being used for Ministry activities, they are marketed appropriately and that revenues generated are maximised to fund the Ministry.

5. Ensure that the Derwent Project (redevelopment of Pencil Factory site) is delivered successfully, on time and within budget, and that any proposals for future work are brought to the Trustees with a full analysis of costs, potential benefits, and how the necessary funds will be raised.

6. To oversee the Finances of the organisation, including the setting of budgets, review of monthly management accounts with the Treasurer, and ensuring that the Treasurer has all the information necessary to update the Trustees on a regular basis.

7. To manage the operational staff team, ensuring that staff and volunteers are fully engaged and effectively deployed to deliver the Ministry events programme. This will include making sure appropriate HR and other policies (e.g. safeguarding) are in place, regular (at least monthly) one-to-one discussions with staff are held, and that Personal Development Reviews (PDR's) are carried out at least annually.

8. To work closely with the Ministry Director to achieve the overall vision and objectives agreed with the Trustees.

Person Specification

1. An exemplary Christian character.
2. A passion for the glory of God and for the spread of the Gospel.
3. A good understanding of, and commitment to, the beliefs of Keswick Ministries and modelling its values (see <https://keswickministries.org/about-keswick-ministries/>).
4. A proven track-record of both knowledge and skills to deliver the primary responsibilities.
5. Excellent interpersonal skills and evidence of genuine relationship-building with others from a range of backgrounds.
6. Some experience of Christian Leadership.

How to Apply

Please send a CV and covering letter to emma.cooper@keswickministries.org by **Friday 6th May 2022**.

Interviews will be held on **Monday 16th May 2022** in Keswick, Cumbria.

